

CaISAWS – CalWIN  
Implementation Support  
Weekly Status Report

**Reporting Period: June 21, 2021 to June 27, 2021**

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## 1.0 CalWIN Implementation Support Services

### 1.1 Highlights of the Reporting Period

#### Project Management

- ▶ Continued planning for on-boarding staff resources.
- ▶ Continued the monitoring of Action Items (AIs) and followed up with the POCs to update the statuses.
- ▶ Continued monitoring and updating the Q&A Log.
- ▶ Submitted the Draft Work Products (DWP) for Sonoma, Sacramento, and San Francisco Counties.
- ▶ Submitted the Final Work Product (FWP) for Alameda County.

#### Business Process Re-Engineering (BPR)

- ▶ As-Is Sessions for ALL 18 CalWIN Counties are complete.
- ▶ Pending sign-off for Alameda and Fresno Counties' As-Is FWP.
- ▶ Comment incorporation in progress for San Luis Obispo (SLO).
- ▶ DWPs submitted for San Francisco, Sacramento, and Sonoma.
- ▶ Scheduled CalSAWS demonstrations in preparation for Wave-1 To-Be sessions.
- ▶ Delivered Case Maintenance and Hearings/Appeals demonstrations for Wave-1 Counties.

**Figure 1 – As-Is Process Timetable by County**

County	Session Start Date	Session End Date	First Review Start Date	First Review End Date	Incorporate Feedback	Start Final Review	County Sign-Off on FINAL As-Is Processes
<b>Wave 1</b>							
Contra Costa	02/22/21	03/25/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Placer	02/22/21	03/12/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Yolo	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
<b>Wave 2</b>							
Tulare	03/01/21	03/19/21	03/29/21	04/09/21	04/16/21	04/19/21	04/23/21
Santa Clara	03/22/21	04/02/21	04/05/21	04/16/21	04/23/21	04/26/21	04/30/21
<b>Wave 3</b>							
Santa Barbara	03/22/21	04/02/21	04/05/21	04/16/21	04/23/21	04/26/21	04/30/21
Orange	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
Ventura	04/05/21	04/16/21	04/19/21	04/30/21	05/07/21	05/10/21	05/14/21
<b>Wave 4</b>							
Solano	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
Santa Cruz	04/19/21	04/30/21	05/03/21	05/14/21	05/21/21	05/24/21	06/01/21
San Mateo	05/03/21	05/14/21	05/17/21	05/28/21	06/06/21	06/08/21	06/15/21
San Diego	05/03/21	05/14/21	05/17/21	05/28/21	06/06/21	06/08/21	06/15/21
<b>Wave 5</b>							
Alameda	05/17/21	05/28/21	06/01/21	06/15/21	06/22/21	06/23/21	07/02/21
Fresno	05/17/21	05/28/21	06/01/21	06/15/21	06/22/21	06/23/21	07/09/21
Sonoma	06/14/21	06/25/21	06/28/21	07/12/21	07/19/21	07/20/21	07/26/21
<b>Wave 6</b>							
San Francisco	06/07/21	06/23/21	06/28/21	07/12/21	07/19/21	07/20/21	07/26/21
Sacramento	06/14/21	06/25/21	06/28/21	07/12/21	07/19/21	07/20/21	07/26/21
San Luis Obispo	06/01/21	06/11/21	06/14/21	06/25/21	07/02/21	07/05/21	07/09/21

\*As of 06/28/21

#### Organizational Change Management (OCM)

- ▶ Distributed the County End User Register to County OCM POCs for review and validation on 06/23/21.
- ▶ Facilitated the June OCM POC meeting on 06/23/21.
- ▶ Continued drafting the DDED for the OCM Plan.
- ▶ Distributed the draft July OCM POC meeting presentation for review.
- ▶ Began collecting Change Impacts from the BPR To-Be sessions.

## **CalSAWS – California Statewide Automated Welfare System (CalSAWS)**

### **CalWIN Implementation Support Phase**

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- ▶ Continued ChangeScout tool set-up.

#### **Training**

- ▶ Participated in the CalWIN ISS Planning session on 06/21/21.
- ▶ Participated in the Placer and Contra Costa counties BPR session debriefs on 06/22/21, 06/23/21, and 06/24/21.
- ▶ Participated in the OCM POC session on 06/23/21.
- ▶ Presented the CalWIN Migration training update at the JPA Annual Conference on 06/24/21.
- ▶ Prepared for the Training development team on-boarding scheduled for 07/06/21.
- ▶ Continued developing the Audience Analysis for the Wave-1 Counties.
- ▶ Participated in the Contra Costa Leadership discussion on 06/25/21.

#### **Implementation Support Services (ISS)**

- ▶ Participated in the Wave-1 Counties to-be sessions.
- ▶ Continued to review the conversion activities that will impact conversion of the CalWIN Counties and discussed our understanding and open questions with the Conversion team 06/22/21.
- ▶ Continued to work with the CalSAWS subject matter experts (SMEs) to gather details around the questions raised during their County profile review meeting.
- ▶ Participated in ongoing meetings with DD&I and the Consortium for conversion, API user groups, and DDID.

# CalSAWS – California Statewide Automated Welfare System (CalSAWS)

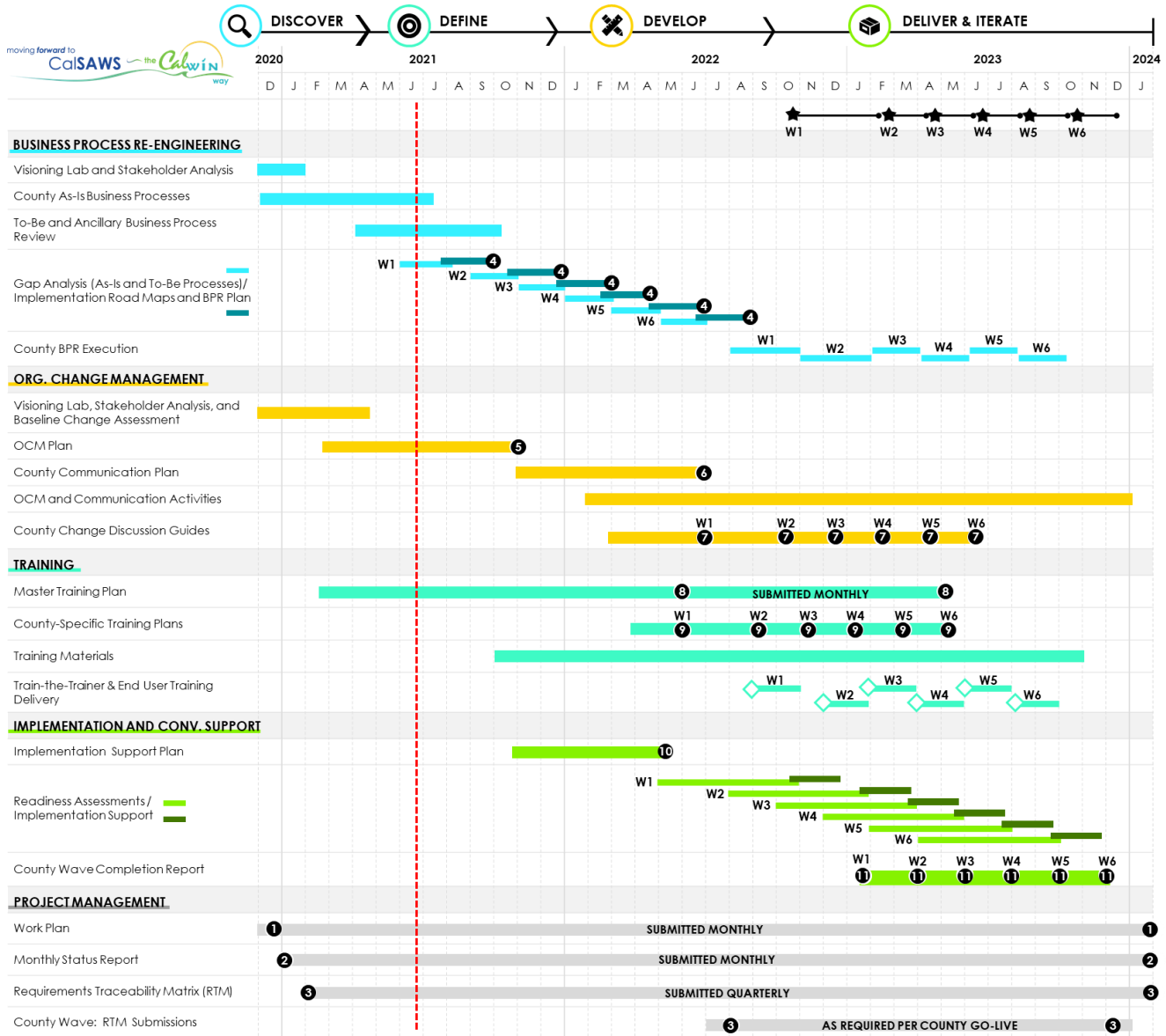
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### Project Timeline

Figure 2 – Project Gantt Chart



# CalSAWS – California Statewide Automated Welfare System (CalSAWS)

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### 1.2 Project Deliverable Summary

Deliverable Activity is summarized within the tables below.

**Table 1 – Deliverable Status for Current Reporting Period**

Completed
Coming Soon

DEL ID	Deliverable Name	DDED	FDED	DDEL	FDEL	Final
01	Workplan – Initial	12/04/20	12/15/20	12/23/20	01/14/21	01/22/21
02	Monthly Status Report – Initial	12/04/20	12/18/20	01/05/21	01/12/21	01/27/21
03	Requirements Traceability Matrix Initial	12/22/20	01/07/21	02/01/21	02/16/21	02/23/21
04	Business Process Re-Engineering Plan – W1	07/14/21	07/26/21	10/11/21	11/01/21	11/08/21
05	Organizational Change Management Plan	07/14/21	07/26/21	10/04/21	10/26/21	11/02/21
06	County Communication Plan	08/16/21	08/26/21	01/03/22	01/25/22	02/01/22
07	County Change Guide	01/14/22	01/27/22	03/24/23	04/17/23	04/24/23
08	Master Training Plan	08/13/21	08/25/21	05/13/22	06/06/23	06/13/23
09	County Specific Training Plan	09/14/21	09/24/21	05/08/23	05/30/23	06/06/23
10	Implementation Support Plan	01/14/22	01/27/22	05/16/22	06/07/22	06/14/22
11	Wave Completion Report	09/15/22	09/27/22	01/11/24	01/24/24	01/31/24

**Table 2 – Upcoming Deliverable Deadlines**

DEL #	Deliverable Name	Status	Next Deadline
01	Workplan – Initial	Complete	
01.06	Work Plan – June 2021	On-Track	FDEL submission due 07/08/21 FDEL approval due 07/15/21
02	Monthly Status Report – Initial	Complete	
02.06	Monthly Status Report – June 2021	On-Track	FDEL submission due 07/08/21 FDEL approval due 07/15/21
03	Requirements Traceability Matrix Initial	Complete	
03.01	Requirement Traceability Matrix – Quarter 1	Complete	FDEL submitted on 06/04/21 FDEL approval due 06/11/21
04	Business Process Re-engineering Plan	On-Track	DDED submission due 07/14/21
05	Organizational Change Management Plan	On-Track	DDED submission due 07/14/21
06	County Communication Plan	On-Track	DDED submission due 08/16/21
07	County Change Guide	On-Track	DDED submission due 01/14/22
08	Master Training Plan	On-Track	DDED submission due 08/13/21
09	County Specific Training Plan	On-Track	DDED submission due 09/14/21
10	Implementation Support Plan	On-Track	DDED submission due 01/14/22
11	Wave Completion Report	On-Track	DDED submission due 09/15/22

## CalSAWS – California Statewide Automated Welfare System (CalSAWS)

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### 1.3 Project Risks and Issues

There were no CalSAWS Risks or Issues created and/or still open for the reporting period.

**Table 3 – Risks & Issues**

ID	Title	Details	Status	Impact	Severity	Date Logged

### 1.4 CRFI/CIT Communications Information

There were no CalSAWS Information Transmittals (CITs) sent and/or still open for the reporting period.

**Table 4 – CITs**

CIT ID	To	Subject	Category	Distribution Date	Primary CalSAWS Contact	Backup CalSAWS Contact
XXX-21	CalWIN Counties	CalWIN Implementation Support Services – Publication of Q&A Log	CalSAWS DD&I	TBD	Greg Postulka	

There were no CalSAWS Requests for Information (CRFIs) sent and/or still open for the reporting period.

### 1.5 Activities for the Next Reporting Period

#### Project Management

- ▶ Continue planning for and on-boarding staff resources.
- ▶ Continue to collaborate with other teams to coordinate information for the CalWIN Counties.
- ▶ Work with the team to close out any remaining Action Items due by 06/30/21.
- ▶ Prepare the Monthly Status Report for submission on 07/08/21.

#### Business Process Re-Engineering (BPR)

- ▶ Deliver As-Is FWP for County and obtain sign-off.
- ▶ Obtain sign-off on Alameda As-Is FWP.
- ▶ Review initial feedback from San Luis Obispo (SLO) on As-Is DWP.
- ▶ Conduct Week-2 To-Be sessions for Placer and Contra Costa Counties.
- ▶ Incorporated real-time feedback from the BPR sessions for continuous improvement.

#### Organizational Change Management (OCM)

- ▶ Hold office hours sessions with the County OCM POCs for the County End User Register validation.
- ▶ Continue drafting the DDED for the OCM Plan.
- ▶ Review the July OCM POC meeting presentation feedback and make updates.
- ▶ Continue collecting the Change Impacts from the BPR To-Be sessions.
- ▶ Continue ChangeScout tool set-up.

#### Training

## **CalSAWS – California Statewide Automated Welfare System (CalSAWS)**

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- ▶ Prepare to onboard the Training Development team on 07/06/21.
- ▶ Attend Wave-1 County Demo for Hearings/Appeals on 06/28/21.
- ▶ Participate in an OCM Planning session on 06/29/21.
- ▶ Participate in the Placer and Contra Costa BPR Debrief sessions on 06/29/21, 06/30/21, and 07/01/21.

### **Implementation Support Services**

- ▶ Participate in To-Be sessions with Contra Costa County.
- ▶ Continue to review the conversion activities that will impact conversion of the CalWIN Counties.

### **1.6 Deviations from Plan/Adjustments**

- ▶ None for the reporting period.